

Committee Member	ATTENDANCE REGISTER										# of Mtgs.
	Sept. 24/19	Oct. 29/19	Nov. 26/19	Jan. 28/20	Feb. 25/20	Mar. 24/20	April 28/20	May 26/20	June 16/20 *special*	June 16/20	
Lori Ker, Chair	P	P	P	P							4
Sandy Kang-Gill, Vice Chair	P	P	P	t/c							4
Krista Collinson	P	P	P	t/c							4
Janice Cockburn	P	P	P	P							4
Louise Kindree	P	P	P	R							3
Warren Maycock	P	A	P	P							3
Hugh O’Brodivich	P	P	P	t/c							4
Janice Peters	P	P	t/c	t/c							4
Tim Peters (F)	P	P	P	t/c							4
Greg Pope	P	P	P	P							4
Dave Straughan	R	P	R	P							2
Ken Topping	P	P	P	P							4
Carolyn Young	P	R	P	P							3
Kim Delahunt	P	P	P	P							4
Dr. Peter Cino	P	P	P	P							4
Peter Varga	P	P	P	P							4
Dr. Jeff McKinnon	R	P	P	P							3
Dr. Mercedes Rodriguez	P	P	P	P							4

**Staff Present:** Dora Boylen-Pabst, Bonnie Kulba **Guest:**

### 1.0 CALL TO ORDER

The Chair called the meeting to order at 5:02 pm.

### 2.0 PRELIMINARY ITEMS

#### 2.1 Chair’s Remarks

The Chair welcomed the Board and guest Nicole Harada who is a U of T Resident completing her Masters in Health Science, Health Administration and completing her Practicum at Headwaters. The Chair emphasized that connecting our Agenda to our Strategic Directions will be endeavored at every Board meeting. The Chair then connected the existing Agenda to each of the Strategic Directions: Getting even better; Nothing about you, without you; and Integrated care, close to home. She also highlighted that the CEO report will be written with our three pillars in mind.

#### 2.2 Disclosure of Conflicts

As noted last Board meeting all received Statements of Interest are a standard part of the package. No additional disclosures were noted.

#### 2.3 Approval of Agenda

**MOTION:** Moved by Warren Maycock, seconded by Greg Pope, “That the Agenda as presented be approved.” **CARRIED**

**2.4 Board Director Interests – Standing**

No changes to this item.

**2.5 Board Action Log**

The Board Action Log was reviewed, and one item was added: Presentation to come to Board in January “Operational Impacts and Risks of the Clinical Transformation – Meditech project” and would be a joint update from the Vice President of Corporate Services and the Vice President of Patient Care and Chief Nursing Executive.

**3.0 BOARD EDUCATION & DEVELOPMENT**

**3.1 Clinical Transformation**

Peter Varga, Vice President of Patient Services and CNE provided a comprehensive overview of the Meditech Expanse (Care4) project to date. The presentation provided the Board with information and updates on timing, staffing, financial impact to Headwaters, in addition to benefits, risks and mitigation strategies.

A Member of the Board suggested that clear Key Performance Indicators, three to four, be developed to help guide the project, meet expectations and demonstrate value. A question was raised around physician involvement to which Peter Varga confirmed their participation.

The Board understands the magnitude of this project and that staff are being stretched. They offered their full support and commended Peter Varga and the management team for their work on this project.

**4.0 COMMITTEE, FOUNDATION & HOSPITAL REPORTS AND BUSINESS OF THE MEETING**

**4.1 Foundation Report**

Tim Peters, Chair of the Foundation provided the Board with an update on staffing, events, marketing and fundraising initiatives. In addition to the Foundation Chair’s report, he advised the Board of his attendance at a recent healthcare seminar hosted by Longwoods. Tim Peters will share a copy of the presentation with the Board.

**4.2 Medical Advisory Committee (MAC)**

Dr. Peter Cino, Chief of Staff and Vice President of Medical Affairs provided an update from the January 15, 2020 Medical Advisory Committee. He advised the Board that Dr. Riekenbrauck, Chief Medical Information Officer for Care4, attended MAC to speak about physician champions for the Care4 project and that each department would have a designated to review order sets, to subsequently be approved by MAC.

Prior to seeking approval for changes and new approvals to professional staff, Dr. Cino provided the Board with a brief education session on the credentialing process. Although this has been done in past, Dr. Cino felt the new Members would benefit from this overview.

**Change in Status or Department:**

	<b>Professional Staff</b>	<b>Department(s)</b>	<b>Change</b>
1.	<b>Dr. Ginette Lajoie Starkell</b> has resigned from her position as a pathologist at William Osler effective November 15, 2019 and therefore no longer requires Regional Affiliate staff privileges at Headwaters.	Medicine, Pathology	Resignation
2.	<b>Dr. Jennifer O’Driscoll</b> has requested a leave of absence from her ER physician duties for 7 months commencing November 2019.	Emergency Medicine	Leave of Absence
3.	<b>Dr. Norman Playfair</b> has resigned as of September 19, 2019 from his position as a Regional Affiliate dentist.	Surgery	Resignation
4.	<b>Dr. Eduardo Santos Temperine</b> has resigned as of October 31, 2019 from his position as an Associate Hospitalist.	Family Practice, Hospitalist Medicine	Resignation

**Motion: Moved by Warren Maycock and seconded by Carolyn Young, “that the Board of Directors approve the above changes in department, status and resignations with dates noted as above.” CARRIED**

**New Appointments:**

\*Physicians who obtain privileges after January receive privileges for more than one year (as reappointments begin to be processed February 1)

	<b>Professional Staff</b>	<b>Category</b>	<b>Department(s)</b>	<b>Temporary Privileges Date</b>
1.	<b>Dr. Eric Da Silva</b> is applying as a hospitalist and began work here on October 28, 2019.	Associate	Family Practice, Hospitalist	October 15, 2019
2.	<b>Dr. Mohy El Bardissi</b> is applying as a hospitalist and began work here on November 5, 2019.	Associate	Family Practice, Hospitalist	October 15, 2019
3.	<b>Dr. Benjamin Hutten-Czapski</b> is an anaesthetist who has joined the Department of Anaesthesia at Headwaters.	Term	Anaesthesia	November 1, 2019
4.	<b>Hannah Riedstra</b> is a midwife who has joined the local midwifery team.	Term	Obstetrics, Midwifery	October 30, 2019
5.	<b>Dr. Anastasios Spanos</b> is a dentist who has taken over the local practice of retiring Dr. Norman Playfair.	Regional Affiliate	Surgery, Dentistry	October 29, 2019

**Motion: Moved by Warren Maycock and seconded by Dave Straughan, “that the Board of Directors approve the above new appointments with privileges as delineated until June 30, 2021.”**

**4.3 January and YTD CEO Report**

Kim Delahunt, President & CEO noted that there were a few more updates on the Corona Virus since her report was created. The Ministry reports on the virus daily and she along with a team from Headwaters met with the Medical Officer of Health to help plan at a local level. Headwaters is monitoring all information closely and measures are in place to help mitigate risks. She advised that testing can only be done in hospital and sent to Winnipeg for testing and results. Patients are isolated if symptoms present.

The CEO provided a few highlights from her report and was asked about complaints being acknowledged in five days. She was asked to bring back more information to the Board with complaint types, turn-around times and mediation/mitigation.

**4.4 Finance & Audit Committee – Verbal Update**

The January 15, 2020 Finance & Audit Committee was cancelled because the HAPS & HSAA were granted an extension by the Central West LHIN.

In November 2019, the preliminary HAPS was completed however not delivered due to the process still being worked out at a regional level.

**4.5 Governance Committee Report**

Ken Topping, Chair of the Governance Committee provided an update on Board Succession and Recruitment. He confirmed that Bonnie Kulba would update the Skills Matrix and Preference form and send to Board/Committee Members to complete and return. This is an important step on planning for the upcoming Board term.

The Chair confirmed that the Board Social has been confirmed for March 5, 2020.

He confirmed that Janice Cockburn will be the Governance Lead for Accreditation for Headwaters Health Care Centre and thanked her for her commitment. A meeting has been scheduled to review scope of role.

The final Credentialing policy, approved by Governance Committee on January 8, 2020 and presented to the Board for approval.

**MOTION: Moved by Dave Straughan and seconded by Greg Pope, “that the Credentialing Policy as presented is approved by the Board of Directors.”**

#### **4.6 Quality Committee – Verbal Update**

The Quality Committee met on January 24, 2020 and introduced a new agenda item termed “In the News” which brings forward topical and timely information. This item received favourable feedback and the Committee asked that this be a standing Agenda item.

Within the meeting, there were several notable items to mention:

##### **Quarterly Quality and Patient Safety Report**

The committee received an overview from Peter Varga regarding the Q3 performance for Headwaters with a focus on Diagnostic Imaging, Patient Satisfaction, Emergency Department length of stay and Meditech Expanse.

##### **Introduction to Quality Improvement Plan (QIP) and 2018-19 Status Update**

The Quality Committee received a presentation that provided an overview of the Quality Improvement Plan and the internal processes that occur at Headwaters in the completion of this annual exercise. The Quality committee will receive the final version of the plan in March for review and provide recommendations to the Board for approval.

##### **Quality & Patient Safety Annual Report**

The committee received the 2019 annual patient safety plan and within the document, discussion among members focused on the patient safety culture data which described incongruent perceptions between leaders and frontline staff. Further details on the internal actions being taken to address the results and the Committee will revisit this issue in the future. Overall feedback from members was favorable and appreciated the details within the report.

##### **CIHI Performance review**

The committee received a detailed review of the 2019 CIHI performance report for Headwaters as it compares to other hospitals, the Province, and Nationally where we scored favourably.

#### **4.7 Emergency Department Renovations**

Headwaters submitted the Emergency Department Renovations proposal to the Ministry of Health (MoH) Hospital and Capital Division on May 6<sup>th</sup>, 2019 seeking approval to move forward with the self-funded project. The Ministry of Health provided a response in writing on October 7<sup>th</sup>, 2019 confirming the Hospital may move forward to develop and submit a combined stage 1 and stage 2 submission. Headwaters completed the stage 1 and stage 2 checklist and submitted to the MoH on December 19<sup>th</sup>, 2019. No further updates received at this time but have continued to inquire and requested we have their decision February, 2020.

Internal discussions among team members have concluded the original calculation of \$1,297,450 is a reasonable budget to complete this project.

**MOTION: Moved by Dave Straughan and seconded by Janice Cockburn, "That the Board of Directors approve the Emergency Department Renovation budget of \$1,297,450" CARRIED**

**4.8 Board Portal Overview**

Bonnie Kulba provided a demonstration of the Board Portal. No concerns or issues raised by Members.

**5.0 STRATEGIC DISCUSSIONS**

**5.1 Hills of Headwaters Collaborative - OHT**

The CEO advised that a two-day workshop for all successful OHT applicants has been scheduled for February 19&20 hosted by the Ministry and RISE. Headwaters will have representation at this two-day session and materials will be shared with the Board.

Governors Work Group continue to their work. Lori Ker noted that they are looking for new members with governance experience to join the group. Several of our partners are part of this work group in addition to physician representation. A Governor's Forum is scheduled for March 2, 2020 whereby a Governance Model will be coming forward for consideration. Recommendation is that Hills of Headwaters be separate and apart with its' own corporation and defined rules.

**Relationship Charter**

The CEO noted that the Relationship Charter is a non-binding agreement and will evolve over time as the OHT and work evolves. It does signify how we will all work together in partnership and with a lens of focusing on what is best for the patients and not what is best for our organization. An annual review/evaluation will occur to evaluate the effectiveness of the Charter and relationships among OHT partners.

**MOTION: Moved by Dave Straughan and seconded by Greg Pope, "That the Board of Directors endorse the Relationship Charter for Board Chair and Chief Executive Officer sign off." CARRIED**

**6.0 CONSENT AGENDA**

**6.1 Approval of Consent Agenda items as listed below in Motion:**

**MOTION: Moved by Greg Pope, seconded by Warren Maycock, "That the Board of Directors approve the Consent Agenda." CARRIED**

**7.0 INFORMATION ITEMS**

**7.1 Information; Upcoming Events, Education Opportunities and Meetings.**

Upcoming meetings and events were reviewed.

**8.0 ADJOURNMENT**

With there being no further business, the meeting was adjourned at 7:55 pm. Moved to In Camera meeting.



Lori Ker, Board Chair



Kim Delahunt, Secretary